

NELAC V Conference Pre-Registration Form

Name _____

Title _____

Company/Organization _____

Address _____

City _____

State _____ Zipcode _____

Phone () _____ Fax () _____

E-mail _____

Enclosed is a check or money order for:

☐ \$125 for early registration (postmarked by June 1)

☐ \$150 for registration after June 1

☐ \$30 for banquet

Note that attendees may register in advance or on arrival at the Conference. However, payment for the banquet **must be received by June 1, 1999.**

_____ Yes, I will attend the ELAB meeting on June 30, 1999.

_____ Yes, I will attend the NELAP Accrediting Authority Assessor Training on June 26 - June 27, 1999. Please register me now for the training. I understand this training is offered to State and federal officials only.

_____ I am attending NELAC for the first time.

Send payment by check payable to **HEALTH RESEARCH INC.** with this form to:

ELAP, New York State Department of Health
Wadsworth Center
PO Box 509
Albany, NY 12201-0509

Please check all that apply.

_____ I am attending NELAC V as a voting member.

_____ I am attending NELAC V as a Contributor.*

If you are a voting member:

- _____ I will vote as a Designated Representative.
- _____ I will vote as the Alternative Representative.
- _____ I will vote as a Delegate.
- _____ I have responsibilities in laboratory accreditation.
- _____ I have responsibilities in environmental regulation.

**You are a Contributor if you represent a laboratory, manufacturer, industry, business, consumer of laboratory services, academia, laboratory associations, counties, municipalities, and other political subdivisions of States, Territories and Possessions of the United States, other federal officials not engaged in environmental activities, and other persons who are interested in the objectives and activities of NELAC*

Government

- _____ County
- _____ Local
- _____ State
- _____ EPA
- _____ Indian Tribe
- _____ Other Federal

Private Sector

- _____ Private Laboratory
- _____ Accreditation Body
- _____ EPA Regulated Industry
- _____ Environmental Group
- _____ Academia
- _____ Other (please specify) _____

ELAB Meeting

The Environmental Laboratory Advisory Board (ELAB) is a federal advisory committee established to obtain consensus advice and counsel on the NELAC standards and processes. ELAB members are representatives of the laboratories, third party assessors, environmental interest groups, engineering firms, local government and Indian tribes. ELAB will consider the proposed changes to the NELAC standards and provide consensus advice before the voting sessions. ELAB will meet the afternoon of June 30, 1999.

Internet Service

Proposed changes to the current NELAC standards and the constitution and bylaws are available through the NELAC Home Page on the World Wide Web. Look up <http://www.epa.gov/ttn/nelac>.

Board of Directors and Committee Chairs

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Ms. Marion Thompson, Conference Management
Dr. Irene Ronning, Membership & Outreach
Ms. Carol Batterton, Nominating

ATTENTION ATTENDEES

- Registration (check or money order) **must be postmarked by June 1 to qualify for the \$125 rate.** Purchase requisition accepted from State and federal government agencies.
- Payment for the Conference Banquet **must be made in advance no later than June 1, 1999.**
- Registration fee includes: all committee meetings, networking sessions with breakfasts on Tuesday, Wednesday and Thursday, breaks and a set of NELAC standards.
- Send payment and registration form to the address on the registration form. Written cancellation for refund must be received no later than June 25, 1999.

For additional registration forms, please copy this form and submit a separate registration for each individual wishing to attend NELAC V.

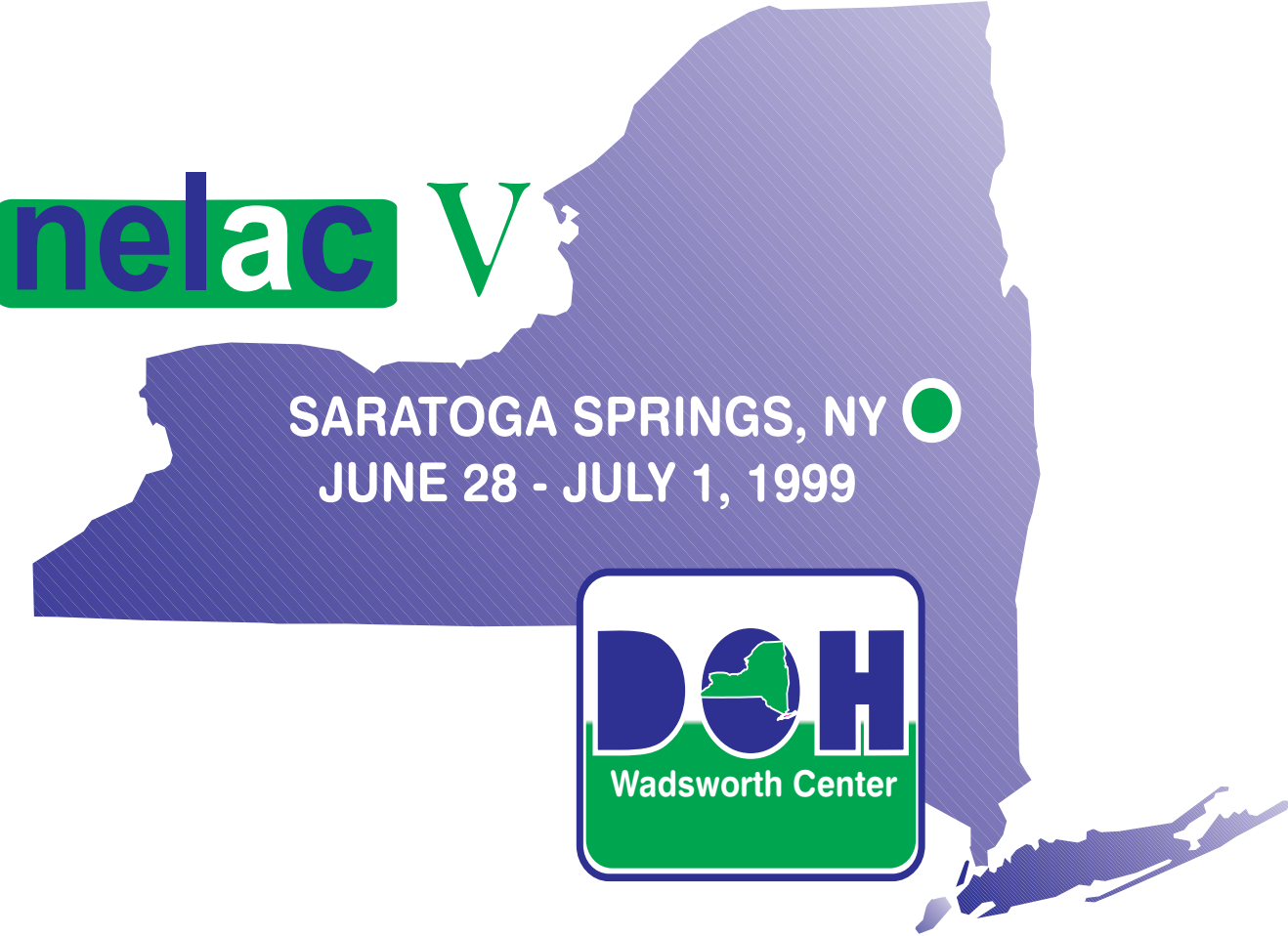
For more information contact:
New York State
Environmental Laboratory Approval Program (ELAP)
(518) 485-5570

ELAP, New York State Department Health
Wadsworth Center
PO Box 509
Albany, NY 12201-0509



FIFTH ANNUAL MEETING

National Environmental Laboratory Accreditation Conference



Sheraton Hotel and Conference Center
Saratoga Springs, New York
(518) 584-4000

Co-Sponsored by the U.S. Environmental Protection Agency and New York State Department of Health in cooperation with the States, territories, and other federal agencies.

National Environmental Laboratory Accreditation Conference

Background

The National Environmental Laboratory Accreditation Conference (NELAC) is a voluntary association of State and federal agencies established to develop uniform laboratory accreditation standards. NELAC voting members include State and federal agencies. Other stakeholder(contributors) provide comment at all stages of the standards development process. A federally-chartered advisories committee, the Environmental Laboratory Advisory Board, offers consensus advice from a wide range of interests, including the private industry, local government, Indian tribes and the environmental sector.

NELAC operates as follows:

- States and federal agencies adopt standards and serve as accrediting authorities;
- A multi-government team evaluates States' accreditation programs and recommends recognition of the programs;
- All recognized accrediting authorities agree to accept reciprocity;
- Accrediting authorities perform laboratory assessments or may contract with a third party for performance of the on-site assessment; and,
- Laboratories seek accreditation within their State, if available.

Who Should Attend

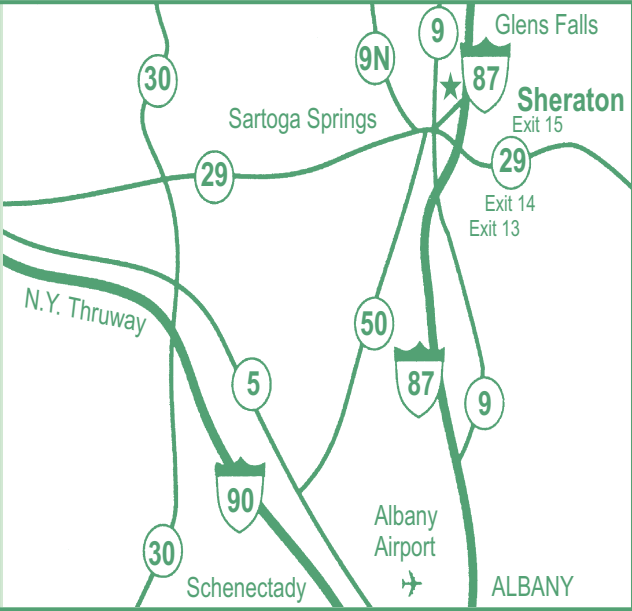
Anyone interested in the production of sound environmental data should attend this meeting. State and federal officials, environmental laboratory representatives, trade associations, environmental public interest groups, academia, local governments, Indian tribes, laboratory assessment bodies, regulated manufacturing industry, engineers and consultants will find the sessions particularly valuable to their work. If your interest is nationwide acceptance of your State's accreditation, avoidance of costly laboratory inspections with varying requirements, or participating in the development of national standards that are practical, effective, and cost-efficient, then attendance at NELAC V should be important to you.

What Are People Saying About NELAC?

"As a Contributor to NELAC, I have been very pleased with the opportunity afforded me to provide input to the development of the standards. I appreciate the willingness of the Accreditation Process Committee to consider the viewpoints and concerns of municipalities in issuing the NELAC standards. I have found NELAC open to my ideas and those of other stakeholders in this forum." -- Zonetta English, Louisville and Jefferson County Metropolitan Sewer District.

"My NELAC experience has been positive in that the input I have provided to the NELAC Committees has had an effect on the standards. Laboratories, States and other stakeholders can have the same influence by attending meetings and providing written comments. I encourage these organizations to become a part of NELAC." -- Barbara Burmeister, Wisconsin State Laboratory of Hygiene

"The importance of being involved in NELAC cannot be understated. As a user of laboratory data, I want the best product possible. My participation in NELAC has been valuable in understanding the accreditation process and the importance of establishing a national system across the States and federal programs. I encourage anyone interested in improving the quality of laboratories and the data they produce to participate in NELAC."
-- Dr. Allen Verstuyft, Chevron Research and Technology



HOTEL INFORMATION & MAP

Sheraton, Hotel & Conference Center
534 Broadway
Saratoga Springs, NY 12866
(518) 584-4000 FAX (518) 584-7430

A Conference rate of \$94 single occupancy is available. Please ask for NELAC rates. **In order to secure this rate, reservations must be made no later than May 26, 1999.** Attendees are urged to register as soon as possible. If the hotel is full, please contact the New York State ELAP program at (518) 485-5570 for information on rooms available at nearby hotels.

TRANSPORTATION INFORMATION

Saratoga Springs is approximately 35 miles north of Albany on Interstate 87. From Albany, or Albany Airport (I-87, Exit 4), drive north on I-87, take Exit 15 and follow Rte. 50 west into Saratoga. The Sheraton Hotel is on the left at the corner of Broadway (Rte. 9).

There is no regular shuttle service (other than a taxi) from Albany Airport to the Saratoga hotels. However, a special Conference shuttle will run continuously from the Airport on Sunday, June 27 from 2 - 8 pm and Monday, June 28 from 8:30 - 10:30 am. The shuttle will return to the Airport from 1 - 7 pm on Thursday, July 1. The one-way shuttle cost will be \$15, payable on arrival at the Conference.

CONFERENCE BANQUET

A banquet will be held on Tuesday, June 29 at the Gideon Putnam Hotel in the historic and beautiful Saratoga Spa State Park, just a few minutes from downtown Saratoga. Buses will leave the downtown hotels at 6:00 pm and will return at approximately 10:00 pm. The inclusive cost of the banquet and bus transportation will be \$30, **payable in advance, no later than June 1, 1999 (please see registration form for payment information).** We hope that all attendees (and their accompanying family members) will take advantage of this opportunity to socialize and celebrate the inception of NELAP. It is rumored that entertainment will be provided.

Preliminary Schedule

Sunday, June 27	2:30 pm - 8:00 pm	Registration
Monday, June 28	8:00 am - 5:00 pm 10:00 am - 10:30 am 11:00 am - 12:30 pm 12:30 pm - 1:30 pm 1:30 pm - 5:00 pm	Registration Introductory Session for New NELAC Attendees Opening Session Lunch (on your own) Concurrent Committee Meetings <ul style="list-style-type: none">• National Database• Program Policy and Structure• Quality Systems• Transition Environmental Laboratory Advisory Board Open Forum
Tuesday, June 29	8:00 am - 5:00 pm 8:30 am - 12:00 noon 12:00 noon - 1:00 pm 1:00 pm - 5:00 pm	Registration Concurrent Committee Meetings <ul style="list-style-type: none">• Conference Management• Membership & Outreach• Proficiency Testing• Quality Systems Lunch (on your own) Concurrent Committee Meetings <ul style="list-style-type: none">• Accreditation Process• Proficiency Testing• Regulatory Coordination Banquet
Wednesday, June 30	8:00 am - 5:00 pm 8:30 am - 12:00 noon 12:00 noon - 1:00 pm 1:00 pm - 5:00 pm	Registration Concurrent Committee Meetings <ul style="list-style-type: none">• Accrediting Authority• Field Measurements• Nominating• On-Site Assessment Lunch (on your own) Environmental Laboratory Advisory Board Meeting
Thursday, July 1	8:00 am - 10:30 am 10:30 am - 1:00 pm	Plenary Session <ul style="list-style-type: none">• Review of Proposed Changes to Standards• Summary of Regulatory Coordination, Administrative & Ad Hoc Committees Voting and Closing Session

Accrediting Authority Assessor Training, Saturday and Sunday, June 26-27, 1999!!!

The National Environmental Laboratory Accreditation Program(NELAP) oversees the implementation of the NELAC standards. NELAP recognizes State and federal programs as accrediting authorities, which, in turn, accredit environmental laboratories. NELAP assessments of accrediting authorities are conducted by NELAP-trained assessors. These assessors must be either State or federal employees. NELAP assessors review applications for NELAP recognition and make recommendations on whether the accreditation program should be recognized. This course will train potential NELAP Accrediting Authority Assessors. The course includes a full day of instruction on NELAP assessments and one-half day on interviewing and listening skills. Students must complete the entire course to receive a certificate of attendance.

Use the NELAC V Registration Form to reserve your place in the class now!

NOTE: This course does not teach specific skills associated with laboratory assessments. Training is offered for State and federal employees only. All who successfully complete this training and meet the NELAC requirements for Accrediting Authority Assessors will be added to a list of potential assessors. Potential Assessors should anticipate being requested to serve on a NELAP Accrediting Authority Assessment Team.